

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

Please read the instructions carefully before completing each item.

Item 2. *Category of Grant*

- Check the appropriate box for the type of grant you are seeking: lecturing (L), research (R), or lecturing/research (L/R).

Item 5. *Full Name*

- **Give your name exactly as it appears on your passport.** This spelling will be used on all documents related to your grant.

Item 9. *Date of Birth*

- Write out the name of month, rather than the numerical figure (for example, February 1, 1957).

Item 11. *Current Position Department/Office, Institution*

- Express the name of your department or office and home institution in English.

Item 13. *Significant Professional Accomplishments and Publications*

- Professional accomplishments may include teaching and research awards, compositions and exhibitions, etc.
- Do not write “See curriculum vitae.”
- List up to three principal publications with the title, publication date and publisher’s name. (A complete listing of all publications should be included in your curriculum vitae.) Use the standard format for bibliographic citation and distinguish between books and articles. For books, give title (underlined), publisher and date; for articles, give title (in quotation marks), journal or collection (underlined) and date.
- Limit your list to a maximum of five accomplishments and publications that can be listed within the space provided. Do not attach additional pages.
- For space consideration, separate each item with a semicolon or number rather than a hard return.

Item 15. *Project Title*

- The project title should succinctly describe the focus of the award activity (for example, “Vocal Communication in Vervet Monkeys” or “The Role of Apoptosis as a Factor Leading to the Progression of End-Stage Liver Disease”). For lecturing/research awards, distinguish between both components, separating them with a semicolon.

Item 16. *Summary of Proposed Activity*

- In a few sentences, provide a concise overview that easily allows non-specialists to appreciate the significance of the project and any potential contributions to the field.
- The summary of your proposed research and/or lecturing activities should fit *within the space provided*. Do not attach additional pages.
- This abstract is meant to serve as a *brief summary* of the more detailed project statement. Instructions for completing the statement of proposed activity can be found on page 5 of the application.

Item 17. *Proposed Program Length and Dates*

- Indicate as precisely as possible the period during which you will be available to carry out your proposed program in the U. S. It is recommended that you plan your program during the U.S. academic year (September through May), when your U.S. colleagues are more likely to be available to receive visiting scholars.

Item 18. *Major Academic Discipline*

- Select one discipline from the list below that best describes your general area of expertise, and enter it exactly as it appears in the list.

Agriculture	Dance	Mathematics
American History	Economics	Medical Sciences
American Literature	Education	Music
American Studies	Engineering	Philosophy
Anthropology	Environmental Sciences	Physics/Astronomy
Archaeology	Film Studies	Political Science
Architecture	Geography	Psychology
Art	Geology	Public Administration
Art History	History (non-U.S.)	Public Health
Biological Sciences	Information Sciences	Religious Studies
Business Administration	Journalism	Sociology
Chemistry	Language/Literature (non-U.S.)	Social Work
Communications	Law	TEFL/Applied Linguistics
Computer Science	Library Science	Theater
Creative Writing	Linguistics	Urban Planning

Item 19. *Specialization(s)*

- List subfields within the broad academic discipline in which you specialize (for example, Environmental Law, History of Modern Cinema, Class and Ethnicity in Politics, Women and Social Policies in African Societies, Chinese Religion and Philosophy).

Item 22. *Identification of Referees*

- List your evaluators' names and contact information.
- Evaluators should be in a position to comment on your qualifications to carry out your proposed program in the United States and its value in relation to your research and teaching responsibilities in your home country.
- A copy of the statement of proposed activity should be given to each evaluator.

Item 23. *English Proficiency*

- Indicate your personal assessment of your level of competence in English.

Item 24. *Preferred Host Institution(s)*

- If you have already made arrangements with a host institution, you must attach a copy of your letter of appointment to your application. Nonacademic affiliations, while sometimes possible, require special review, and approval is not always granted.
- If arrangements for an appointment or affiliation have not been confirmed, list any preferences you have in order of priority including *reasons for your choice* (for example, prior acquaintance or correspondence with a U.S. scholar; relevance of the U.S. scholar's work to your own research; reputation of the academic department or research center). Insofar as possible, your preferences will be followed, although no assurance can be given of placement at the institutions you suggest.
- If the academic program you propose requires affiliation with more than one institution, please explain and indicate the approximate length of time needed at each. We advise against dual or multiple affiliations unless absolutely necessary because time is lost in finding housing and making other arrangements at each institution.

Item 27. *Marital Status*

- If separated, divorced or widowed, indicate “single.”

Item 28. *Dependents*

- Please list all dependents (including spouse and unmarried children under the age of 21) who will accompany you for at least 80 percent of your grant period. If you intend to have family members join you for part of your grant, but you are not yet sure if they will accompany you for the majority of the grant, please list them on the application and keep the American Embassy informed of any changes.

PREPARING THE PROJECT STATEMENT

The project statement is the most important component of preparing the Fulbright application. Scholars with the most compelling, theoretically sound, well-written, feasible proposals are generally recommended for awards. Sometimes those with outstanding professional achievements assume that a brief, general project statement will be sufficient. It is not. To ensure a competitive application, your proposed project, as well as the strategy for completing it, should be thoroughly explained in three to five pages.

Format

- The project statement itself must be three to five single-spaced typed pages. **Do not exceed the page limit of the proposal.** Including irrelevant or extraneous material may divert attention from the project statement.
- Begin the project statement with your name, country and the project title at the top of page one. At the top of each subsequent page, type your name and country.

Content

The factors to address in the project statement are outlined in the application page 5, entitled “Instructions for Completing a Statement of Proposed Activity.”

In addition to following the format carefully, the following advice has been passed on from former Fulbright Scholars, review committees and staff and can assist the applicant in preparing a more competitive and ultimately successful Fulbright application.

- Type a clear and complete project statement that introduces you professionally to your colleagues in the United States. The best applications are those that reflect the individual and his/her situation.
- Make sure that your qualifications and expertise match the objectives in your project statement. You should be able to show that you are qualified to accomplish what you are proposing to do.
- Emphasize how your project will benefit the host institution or other scholars in your field both in your country and in the United States. Address in your project statement the ways in which you will use the experience upon your return. What is the likely impact of your experience abroad? To whom? How will you use what you learned upon your return, professionally and at the home institution?
- Try to make a connection between your past experience and what you are preparing to do if you receive an award. Explain the project’s significance and its importance to the field. Focus on what can be reasonably accomplished during the period of the grant.
- Do not assume that your suitability for the endeavor is self-evident. Your standing in your field may not be well known to reviewers. You need to make a case for yourself based on your past

experience and current scholarly endeavors. Explain the significance of your project in language that will be understood by reviewers from outside your field.

- Do not stress how a Fulbright grant will benefit only you or your career. Remember that the program is intended to foster mutual understanding between cultures and nations.
- Do not be vague in describing your previous work or in laying out the nature of your proposed Fulbright activity. A frequent failing in applications is that the proposal is underdeveloped or too imprecise to give reviewers a clear sense of the endeavor.

Style

- Express what you can bring to the program clearly and succinctly. Think of the basic questions that need to be answered: Why should I apply for a Fulbright award to come to the United States? If selected, what will I do and how will I do it? What preparations have I made to complete the project? What can I contribute to the Fulbright Program? What will the results of my participation be? Include only the most pertinent information in forming your responses so as not to exceed the page restrictions. At the same time, you should avoid writing a proposal so brief that it will be difficult for the reviewer to understand the project.
- Emphasize key points in the first paragraph of the proposal. Academic reviewers examine many Fulbright applications, and having to search for the main points of the proposed activity is not helpful. You should grab the reviewer's attention quickly and state clearly what you want to do, why it is important and how you will do it. You should use the rest of the proposal to support your statements in the opening paragraphs.
- Pay attention to style in your proposal. You may want to use the first person, but you should avoid flooding your proposal with "I's" or referring to yourself in the third person.
- Do not use excessive jargon. Keep your proposal simple and straightforward so that an educated reader from another discipline can understand it.

PREPARING THE CURRICULUM VITAE

The curriculum vitae describes academic credentials and demonstrates a record of scholarly achievements. When composing a curriculum vitae, it is important to include:

- education (universities attended, degrees earned and dates received)
- positions held
- courses taught and other services provided to students and the home institution
- publications (provide full citations and list them starting with the most recent)
- other professional activities, such as workshops, seminars and consultations
- membership and activities in professional associations
- professional honors, awards and fellowships
- community service

The application asks for similar information, but provides limited space for answers. In the curriculum vitae, the applicant should expand upon these topics to display more completely his/her accomplishments.

REFERENCE REPORTS

Candid, frank reference reports or letters of reference help place the research or lecturing proposal within the home institution's current conditions and plans for growth. References also provide evidence of a scholar's reputation within his/her discipline. The Reference Report Form in the application packet suggests qualifications that the reference writer should address.

- Applicants must submit three references. Do not submit more than three references.
- A copy of the statement of proposed activity should be given to each evaluator.
- References should be from people qualified to evaluate your professional work; the abilities you bring to the proposed project; your ability to adapt to another country and culture; and the merits of the project itself.
- At least one of the references should be from a colleague in your field outside your home institution. A statement of support from your home institution is also welcomed.
- If you have recently moved to a new home institution, one of the reference letters should be from your previous institution.
- Choose your references carefully and contact them early. The letters of recommendation need to accompany the application as it could otherwise be weakened by an insufficient number of references.
- Do not ask someone for a letter of reference unless the person is well acquainted with your qualifications. A pro forma letter from a well-known scholar, a contact abroad or a prominent government official will carry less weight than a realistic assessment of your abilities from someone who knows you and your work well.
- References must be written in or translated into English.
- Reference letters should be attached to the report forms provided for this purpose and should be sent by the evaluators directly to the U.S. Embassy or Ministry of Science, Education and Sport.
- It is the applicant's responsibility to ensure that reference reports are submitted by the deadline.

SUPPLEMENTAL MATERIALS

Letters of Invitation

- Letters of invitation should be typed on institutional letterhead and signed. E-mail invitations are not sufficient.
- Invitations do not ensure selection for an award.
- If an invitation arrives after the application deadline, contact the American Embassy to arrange for its late submission.

Bibliography

For research proposals, provide a list of one to three pages of references relevant to the proposed research.



Fulbright Scholar Program
2007-2008 Visiting Scholar Application Form

(Use 10-point or larger type, and do not hand write. Answers must fit in the space provided.)

1. Home country: _____ 2. Category of grant: L ☐ R ☐ L/R ☐
3. Title (*check one*): Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ 4. Gender: Male ☐ Female ☐
5. Family name: _____ First: _____ Middle: _____
6. Country(ies) of citizenship: _____
7. Country of legal residence: _____
8. Do you have U.S. permanent residency (*for example, a green card*)? Yes ☐ No ☐
9. Date of birth: _____ 10. Place of birth: _____
month, day, year *city, country*
11. Current position and start date: _____
job title of current position *month/year start date of current position*
Department/office, institution (*complete mailing address, telephone, fax and e-mail*): _____

12. Academic credentials (*degrees—list three highest degrees*):

Name/Location of Institution	Field of Study	Name of Diploma or Degree	Date Received

13. Most significant professional accomplishments, honors and awards and up to three significant publications:

14. Previous Fulbright grants (*If yes, list most recent first; specify student or scholar grant and dates*):

15. Project title:

16. Brief summary of proposed activity:

PROGRAM/PROFESSIONAL INFORMATION

17. Number of months required for project:

Date (*month/day/year*) you expect to a. Dep: home country: b. Begin
your grant:

c. Leave the United States:

18. Major academic discipline (*must select from list in application instructions*):

19. Specialization(s) (*list subfields within the academic discipline; for lecturing awards, list topics on which you would be willing to lecture*):

20. Professional travel and/or residence abroad during the last five years (*list countries, dates and purpose of activity*):

21. Cultural, educational and professional societies of which you are a member:

22. Identification of referees: (*List the name, title, mailing and e-mail addresses and telephone and fax numbers of three persons from whom you have requested a letter of reference. These colleagues should know your work, and at least one should be from outside your home institution.*)

(1)

(2)

(3)

23. English proficiency (*excellent, good or fair*):

Reading:

Writing:

Speaking:

Name (Last, First, Middle):

INSTITUTIONAL AFFILIATION PREFERENCES

24. Preferred host institution(s): (If you have made arrangements for affiliation with a U.S. host institution, provide the following information and attach your letter of invitation. If you have not made arrangements for affiliation, you are strongly encouraged to identify your preferences in order of priority. Be sure to give detailed reasons for each choice, and confirm that these universities offer programs in your field of interest.)

(1) <u>Professor, Department, Telephone, Fax and E-mail</u>	<u>Institution and Institutional Address</u>
<p>Is a letter of invitation attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have not obtained a letter of invitation, list reasons for suggested affiliation:</p> <p style="text-align: right;">Letter of invitation expected: <input type="checkbox"/> No contact has been made: <input type="checkbox"/></p>	
(2) <u>Professor, Department, Telephone, Fax and E-mail</u>	<u>Institution and Institutional Address</u>
<p>Is a letter of invitation attached? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have not obtained a letter of invitation, list reasons for suggested affiliation:</p> <p style="text-align: right;">Letter of invitation expected: <input type="checkbox"/> No contact has been made: <input type="checkbox"/></p>	
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Name (*Last, First, Middle*):

PERSONAL INFORMATION

25. Home mailing address, telephone, fax and e-mail:

26. Name, mailing address, telephone and fax numbers and e-mail address of person to be notified in case of emergency:

27. Marital Status: Married ☐ Single ☐

28. Names of dependents who will accompany you for at least 80 percent of your grant period. List each separately, and provide their relationship to you, date and place of birth and duration of stay (*includes spouse and any unmarried children under the age of 21*):

<u>Name</u>	<u>Relationship</u>	<u>Date of Birth</u>	<u>Place of Birth</u>	<u>Length of Stay in the U.S.</u>
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29. Do you expect to receive sabbatical pay or other paid leave of absence? Yes ☐ No ☐

30. Sources of assured support other than Fulbright grant (*specify amount in U.S. dollars, and attach supporting documents*):

31. Physical impairment (*please describe, if any*):

Note: This information is gathered for statistical purposes and to ensure appropriate placement. The Fulbright Scholar Program does not discriminate on the basis of race, color, religion, sex, age, national origin and/or physical impairment.

By my signature below, I certify that to the best of my knowledge, the information provided in all parts of my application is accurate and complete. I understand that final approval of my application is dependent upon my eligibility for a visa to the United States. I agree to return to my home country upon the expiration of my authorized stay in the United States.

Signature:

Date:

INSTRUCTIONS FOR COMPLETING A STATEMENT OF PROPOSED ACTIVITY

The project statement is the most important part of the Fulbright application. It should be thoroughly planned and clearly described as a compelling, theoretically sound, well-written and feasible proposal.

Submit a typed, detailed project statement of no more than five single-spaced pages (3,500 words) on plain, white paper with each page numbered. In addition, attach a select bibliography of no more than three pages (2,100 words), if appropriate to your proposed research. For a lecturing proposal, attach sample course syllabi of no more than 10 pages for courses you teach or have taught.

Begin the project statement with your name, country and the project title at the top of page one. Organize your proposal in order of the following points, which appear in bold print, and use them as headings for sections of text in your statement.

FOR A RESEARCH OR PROFESSIONAL DEVELOPMENT PROPOSAL

Background: Introduce the research topic. Place the project in academic or professional context by referring to major works by others on the subject.

Objectives: Clearly define the aims of the project.

Methodology: Describe the project. Explain the approach, methods and plan you will use (for example, interviews, library or archival research or laboratory experiments). Indicate whether the proposed research is quantitative or qualitative.

Significance: Explain the importance of the project for the field, your home country and your own professional development.

Evaluation and Dissemination: Describe plans for assessment and distribution of research results in your home country and elsewhere.

Justification for Residence in the United States for the Proposed Project: Indicate why it is necessary for the accomplishment of the project to conduct research in the United States.

Duration: Explain how the project can be completed within the time period proposed.

English Proficiency: Describe your schooling in English, use of English and level of competence in speaking, reading and writing.

Other: If applicable, indicate the quantity, format and transportation requirements for any botanical, zoological or mineral samples that you will need to bring to the United States for analysis.

ATTACHMENTS FOR RESEARCH OR LECTURING PROPOSALS (if applicable, to be submitted on separate pages from the project statement)

Letter of Invitation: Provide a letter from a U.S. institution confirming affiliation at the host site and testifying to the merits and feasibility of the proposal.

Bibliography: Provide a list of one to three pages of references relevant to the proposed research. (research proposals only)

Fulbright Scholar Program



Reference Report

Applicant should complete Parts I and III and then give this form to the evaluator.

PART I

Name of Applicant

Name of Evaluator

Position

Position

Department

Department

Institution

Institution

City/Country

City/Country

Period of Award (Months):

PROJECT SUMMARY

(Detailed project statement should be given to the referee before Part II is completed.)

PART II

Evaluator should attach a typed letter on institutional letterhead addressing the items below and return it with this form to the Fulbright administrative agency at the address provided. The reference must be written in or translated into English and must be received by the deadline indicated below. Applications cannot be reviewed without reference reports.

1. How long and in what capacity have you known the applicant?
2. Please discuss the applicant's qualifications and the merits of the proposal by commenting on the
 - (a) applicant's credentials, potential and record of academic or professional accomplishments
 - (b) significance of proposal to the field
 - (c) importance of project to home country
 - (d) relevance of applicant's previous research and training to proposed project
3. Please address the applicant's cross-cultural adaptability and flexibility.

Signature of Evaluator

Month/Day/Year

PART III

RETURN COMPLETED REPORT TO: Ms. Sasa Brlek, American Embassy, Thomasa Jeffersona 2, 10010 Zagreb, Croatia, fax: 385-1-665-8936, or Ms. Marija Crnic, Ministry of Science, Education and Sport, Trg hrv. velikana 6, 10000 Zagreb, Croatia, fax: 385-1-481-9331 NO LATER THAN MAY 1, 2006.

Fulbright Scholar Program



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